



CITY OF GULFPORT  
Urban Development - Planning Division  
1410 24th Avenue  
Gulfport, MS 39501  
(228) 868-5710

## APPLICATION FOR EXCESSIVE HEIGHT FOR CELL/RADIO TOWER

### Property Information

TAX PARCEL # 


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(If necessary, use separate sheet of paper)

For Staff Use Only

Case File #: \_\_\_\_\_

Date Received: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Received By: \_\_\_\_\_

Zoning: \_\_\_\_\_

Ward: \_\_\_\_\_ Flood: \_\_\_\_\_

Size: \_\_\_\_\_

Address of Property Involved: \_\_\_\_\_

Lot(s) \_\_\_\_\_, Block(s) \_\_\_\_\_, Subdivision \_\_\_\_\_

General Location: \_\_\_\_\_

**GENERAL DESCRIPTION OF REQUEST:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### **OWNERSHIP AND CERTIFICATION:**

*I hereby certify that I have read and understand this application and that all information and attachments are true and correct. I also certify that I agree to comply with all applicable city codes, ordinances and state laws. Finally, I certify that I am the owner of the property involved in this request or have authorization to act as the owner's agent for the herein described request.*

OWNER

AGENT

Printed Name Of Owner

Printed Name Of Agent

Mailing Address

Mailing Address

City

State

Zip code

City

State

Zip code

Home Phone

Work/Cell Phone

Home Phone

Work/Cell Phone

Email

Email

Signature Of Owner

Signature Of Agent

If the property or properties listed above have more than one owner, please check this box. In the case of multiple owners, reverse side must be completed. Each additional owner will need to complete and sign the reverse side of this application. We can only accept applications with original signatures.

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**SECTIONS A. THROUGH M. MUST BE SUBMITTED FOR A COMPLETE APPLICATION.**

This page must be completed if the property or properties involved have more than one owner. All persons listed as owners to the property or properties listed on page one must complete and sign this part of the application.

*I hereby certify that I have read and understand this application and that all information and attachments are true and correct. I also certify that I agree to comply with all applicable city codes, ordinances and state laws. Finally, I certify that I am the owner of the property involved in this request or authorized to act as the owner's agent for herein described request.*

NAME OF OWNER (PRINT) \_\_\_\_\_

ADDRESS (STREET, CITY, STATE, ZIP CODE) \_\_\_\_\_

PHONE # (H) \_\_\_\_\_ (W) \_\_\_\_\_

TAX PARCEL NUMBER(S) OWNED \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NAME OF OWNER (PRINT) \_\_\_\_\_

ADDRESS (STREET, CITY, STATE, ZIP CODE) \_\_\_\_\_

PHONE # (H) \_\_\_\_\_ (W) \_\_\_\_\_

TAX PARCEL NUMBER(S) OWNED \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NAME OF OWNER (PRINT) \_\_\_\_\_

ADDRESS (STREET, CITY, STATE, ZIP CODE) \_\_\_\_\_

PHONE # (H) \_\_\_\_\_ (W) \_\_\_\_\_

TAX PARCEL NUMBER(S) OWNED \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**Use additional forms as needed)**

**IN CASES OF MULTIPLE APPLICANTS, PLEASE IDENTIFY THE PERSON WHO WILL BE ACTING AS YOUR SPOKES PERSON/AGENT FOR YOU:** \_\_\_\_\_

## IMPORTANT NOTICE

1. Please be advised that failure to submit a complete application, with all supporting documents, could **delay your hearing date**. The Zoning Board will not consider a request until all information is submitted and accurate.

2. Please be advised that the application deadline dates posted are designed to allow the staff time to review the application and receive required comments from coordinating agencies. The application is not considered complete until all required information from the applicant is available for review by the staff and coordinating agencies.

3. Please see Page 5 of this application to determine the deadline dates for filing your application.

## SUBMISSION REQUIREMENTS

**A. Page one of this application, completed and signed.**

**B. Proof of ownership** (Copy of deed or affidavit)

**C.** If applicable, notarized proof of **authority to act as agent** for owner (board resolution, etc.)

**D.** The City of Gulfport Planning Division Staff will notify, by letter, property owners adjacent to the requested action identified in this application using the Land Roll database from the County Tax Office. If you would like to have additional persons or property owners notified, please provide a list of **additional persons to be notified**.

**E. Provide certification** by the Chief of the Gulfport Fire Department that the necessary facilities and equipment are available for protection of the higher structure.

**F. Provide FAA approval** of the excessive height structure.

**G. Provide Airport Authority approval** for any structure in excess of forty (40') feet. (Contact Don Shepley, Director of Planning, Airport Authority – Phone: (228) 863-5951 ext 11.)

**H.** Provide the following two **horizontal drawings**:

1. “Overall Proposed Height” overall total height of the building/structure on front, rear and both sides from mean sea level; and

2. “Overall Proposed Height for District” showing district height regulations, and proposed height for the front, rear and both sides.

**Building Height:** The vertical distance in all zones shall be measured from the finish (final) grade to the highest finished Roof surface in the case of flat (or nearly flat) roofs, or

to a point at the average height of roofs having a pitch of greater than one foot in four and one-half (4 ½') feet.

The building or structure being developed in the “Advisory Base Flood Elevation” (ABFE) will start the measurement of the vertical distance at the ABFE to the highest finished roof surface in case of flat (or nearly flat) roofs, or to a point at the average height of roofs having a pitch of more than one foot in four and one-half (4 ½') feet.

**I. Site plan.** Please note that approval of your request, in part, is based on your site plan.

- The property lines and dimensions have been provided on the drawing.
- All buildings and structures located on the property have been identified.
- All dimensions of buildings and structures have been noted on the site plan.
- All distances from the property lines to all the buildings and structures have been identified and noted on the site plan.
- Street names have been provided which abut the property.
- Traffic flow, parking and driveways have been identified.
- If required buffer strips have been identified
- Other pertinent information as needed to pictorially demonstrate the proposed development/use.

**For each excess height structure:** Each dimension provided herein for required front, side and rear yard is increased one foot every two feet of such excess height; provided, further, where no yard is required, the part of the structure exceeding the height specified for the district shall be set back from the vertical line of the adjacent building site line one foot for every two feet of such excess height.

**Height exceptions:** The height limitations contained in the district regulations do not apply to spire, belfries, cupolas, antennas, water tanks, ventilators, chimneys, parapet walls, cornices or necessary mechanical appurtenances usually required to be placed above the roof level and not intended for human occupancy.

**J. Cash or check** payable to the City of Gulfport in the amount of **\$75.00**.

**(See Page 4 on reverse for additional requirements)**

**SUPPLEMENTAL SUBMISSION REQUIREMENTS  
FOR  
EXCESSIVE HEIGHT REQUEST FOR CELL/RADIO COMMUNICATION TOWERS**

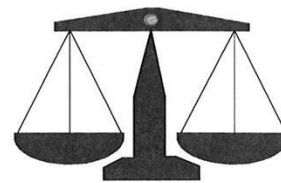
**Complete all information requested on Pages 1 and 3  
along with the following additional requirements:**

**K. Provide an affidavit addressing the following:**

- That there are no existing towers or other structures that can accommodate the proposed equipment/antenna within the geographic area required to meet the applicant's engineering requirements.
- That the proposed tower is designed to have sufficient structural capacity for co-location of additional equipment/antennas.

**L. Provide a site plan** as described on Page 3 including any fencing and/or any enclosure in which equipment will be placed.

**M. Provide a site plan** showing current coverage, where the new cell/radio tower will be placed and indicate what coverage area the new cell/radio tower will service.



City of Gulfport  
Zoning Board of Adjustments & Appeals & Planning Commission

**2014 MEETING DATES & APPLICATION DEADLINES**

Zoning Board and Planning Commission meetings are on Thursdays in the Council Chambers at the Gulfport City Hall located at 2309 15<sup>th</sup> Street. Zoning Board meetings begin at 3:00 p.m. and Planning Commission meetings begin at 4:30 p.m. You will be notified by letter of the time and location that your request will be considered.

***Meeting Dates***

<b>Zoning Board</b>	<b>Planning Commission</b>	<b>Deadline Date</b>
January 16, 2014	January 23, 2014	December 4, 2013
February 20, 2014	February 27, 2014	January 7, 2014
March 20, 2014	March 27, 2014	February 4, 2014
April 17, 2014	April 24, 2014	March 4, 2014
May 15, 2014	May 22, 2014	April 1, 2014
June 19, 2014	June 26, 2014	May 6, 2014
July 17, 2014	July 24, 2014	June 3, 2014
August 21, 2014	August 28, 2014	July 8, 2014
September 18, 2014	September 25, 2014	August 5, 2014
October 16, 2014	October 23, 2014	September 2, 2014
November 20, 2014		October 7, 2014
December 18, 2014		November 4, 2014

***Please be advised that the application deadline dates posted are designed to allow the staff time to review the application and receive required comments from coordinating agencies. Meeting dates listed do not guarantee your application hearing date. The application is not considered complete until all required information is available for review from the applicant and coordinating agencies. Dates, time and location are subject to change without notice. The remaining dates will be forthcoming.***